



Department
for Environment
Food & Rural Affairs



The European Agricultural
Fund for Rural Development:
Europe investing in rural areas



Building 14
MOD Stafford
ST18 0AQ



RSK ADAS Limited



12 February 2020

COMMERCIAL IN CONFIDENCE

Farm and Land Management Advice Framework (contract ecm_57227)

Farm and Land Management Advice Framework Theme:	Theme 1 (Water Quality and Protection including Water Framework Directive) Theme 3 (Support for current & future Environmental Management Schemes)
Mini-Contract Title:	FaLMA Lot 2: Countryside Stewardship Mid Tier Advice in Yorkshire and North East
Mini-Contract Reference:	FaLMAAEYN001

IT IS AGREED as follows:

As per the mini-tender Request for Quotation, the delivery of CSF advice in the Yorkshire and North East Lot will commence on 17 February 2020. Activities and payment details are summarised below.

Table 1

Activity Type	Delivery Deadline	Funding Source (RDPE or GiA)	No. of Units	Unit Cost (£s exc VAT)	Total Cost (£s exc VAT)
EM1: Countryside Stewardship Mid Tier Advice Session	31/07/2020	RDPE	150	█	█
EM1a: Recommendation of CS Mid tier options requiring approval	17/07/2020	RDPE	30	█	█
WQ1/K: Maximising Countryside Stewardship Opportunities through CSF	31/07/2020	RDPE	40	█	█
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (10	15/05/2020	RDPE	2	█	█

capacity)					
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (15 capacity)	15/05/2020	RDPE	6	■	■
2a: Workshop/Meeting: Countryside Stewardship Mid Tier Event (25 capacity)	15/05/2020	RDPE	2	■	■
Additional Adviser	15/05/2020	RDPE	1	■	■
Guest Speaker	15/05/2020	RDPE	1	■	■
Grand Total					97450

NB: As per the FaLMA Framework Management Manual, section 3.3.2, payment* for group events will be assessed for each event and based on the attendance achieved against agreed capacity levels stated in the RfQ. Where attendance exceeds the target capacity, 1% of total event unit cost will be paid per additional attendee up to a maximum of 10 attendees per event. (*Unless stated otherwise in the RfQ).

The Service Provider shall deliver the Services in accordance with the details specified in the following documents:

1. the mini-tender Request for Quotation dated 15 January 2020
2. the mini-tender specification issued in support of the Request for Quotation
3. the mini-tender submission of the Service Provider submitted to Bravo on 29 January 2020.
4. the delivery milestones as set out in Annex A to this Work Order.

If there is any conflict between the documents referred to above or the terms of the Framework Agreement, the conflict shall be resolved in accordance with the following order of precedence:

1. this Work Order (including Annex A).
2. the mini-tender specification issued by Natural England as referred to above.
3. the Framework Agreement.
4. the mini-tender submission of the Service Provider as referred to above.

All other terms and conditions are as per the main framework contract. The final claim should be submitted by 12 October 2020 (within 6 weeks of the mini-contract delivery end date).

To note the terms and conditions attached with the purchase order are not applicable as the terms and conditions of the main framework contract take precedence.

The offer comprised in the Award Letter shall be deemed to be accepted by the Contractor on receipt by the Customer of the Contractor's notification of acceptance via Bravo within 7 days of the date of the Award Letter.

Yours sincerely

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Category Manager
Defra Group Commercial

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Annex A: Delivery Milestones

Deadline	Activity
17/02/2020	<ul style="list-style-type: none"> Contract start date
06/03/2020	<ul style="list-style-type: none"> All dates and venues booked for the events with follow on 1:1 advice sessions booked in the same locality to follow the events.
16/03/2020	<ul style="list-style-type: none"> Delivery of the events to commence
03/04/2020	<ul style="list-style-type: none"> 30% of the events delivered 10% of the WQ1/K Maximising CS Opportunities visits and reports completed. Tranche 1 Advice sessions to commence Tranche 2 advice sessions, venues and dates to be confirmed Commencement of the Option Approval on-farm visits
15/05/2020	<ul style="list-style-type: none"> All the events delivered 15% x 1:1 advice sessions delivered
31/05/2020	<ul style="list-style-type: none"> 30% x 1:1 advice sessions delivered 30% of the WQ1/K Maximising CS Opportunities visits and reports completed
30/06/2020	<ul style="list-style-type: none"> 75% x 1:1 advice sessions delivered 50% of the Option Approval visits completed and Recommendation forms forwarded to NE 75% of the WQ1/K Maximising CS Opportunities visits and reports completed
17/07/2020	<ul style="list-style-type: none"> 100% of the Option Approval visits completed and Recommendation forms forwarded to NE 90% x 1:1 advice sessions delivered
31/07/2020	<ul style="list-style-type: none"> 100% x 1:1 advice sessions delivered 100% of the WQ1/K Maximising CS Opportunities visits and reports completed

31/08/2020	<ul style="list-style-type: none">• Evaluation of the feedback forms completed
12/10/2020	<ul style="list-style-type: none">• Final claim submitted to NE